Communications and Information

COMMAND AUDIOVISUAL SUPPORT

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This instruction establishes standards and procedures to follow when requesting audiovisual support from the 375th Communications Squadron Visual Information Systems Flight (375 CS/SCV) and United States Transportation Command (USTRANSCOM), Command, Control, Communications and Computer Systems Directorate (TCJ6), Operations and Security Division (TCJ6-O), Audiovisual Support Team (805 CSS/SCBUV). It implements Department of Defense Directive (DODD) 5040.2, Visual Information Activities and DODD 5040.3, DOD Joint Visual Information Services. It is applicable to USTRANSCOM personnel utilizing audiovisual services at Scott AFB, Illinois. The use of a name of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the DOD or USTRANSCOM.

SUMMARY OF REVISIONS

Updates the text and attachments. Establishes procedures when requesting audiovisual support from the 375 CS/SCV and the command Audiovisual Support Team (805 CSS/SCBUV), and scheduling, use, and operation of the command DISN Video Services- Global (DVSG) network video teleconferencing (VTC) studio. Note: Since this directive has been revised in its entirety, asterisks will not be used to identify material.

1. References and Supporting Information. References, related Publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. Policy. The 805 CSS/SCBUV provides audiovisual support to the command by ensuring state-of-the-art equipment is available for command conference rooms, portable/studio VTCs, and designated locations within USTRANSCOM.

2.1. The 805 CSS/SCBUV is responsible for:

2.1.1. Scheduling the use of the command DVSG VTC studio.

2.1.2. Operating the DVSG VTC studio.

2.1.3. Advising action officers (AOs) and staff personnel on proper operation of briefing and audio equipment.

2.1.4. Providing operational training, as needed, to command personnel.

2.1.5. Periodic inspections, equipment alignment, and cleaning of audiovisual equipment in the command conference rooms (see Attachment 2), the Mobility Control Center (MCC) /Joint Mobility Command Group (JMCG) and VTC studios.

2.1.6. Providing initial response to equipment failures.

2.1.7. Performing periodic and preventive maintenance of equipment. Serves as the command focal point for repairs beyond in-house capabilities.

2.2. All questions concerning repairs or removal of equipment from command conference rooms should be directed to the 805 CSS/SCBUV at 229-2033.

3. Scheduling of Briefings. To ensure a timely response, it is the responsibility of the AO to ensure sufficient lead-time is provided (3 working days). Requests can be satisfied by phone *(229-2033)*. Any pertinent information such as agenda, number of briefings, POC, or requests for additional equipment and/or services should be provided with initial request. All briefings will be delivered to an audiovisual technician no later than 30 minutes prior to the scheduled presentation time.

Note: For identification purposes, computer-generated images, 35mm sides, and viewgraphs must have the directorate or direct reporting element (DRE) abbreviation and an alphanumeric identifier located in the lower right hand corner. This information must not exceed eight characters. Example: J3OS-001, J4LL-001, J5SC-001, J6OM-001.

4. Graphic Background/Color Usage for USTRANSCON Presentations. To provide continuity throughout the command, each computer-generated image, 35mm slide, or viewgraph must be compatible with standard briefing formats given by the various directorates and DREs of USTRANSCOM. Approved presentation software is Microsoft PowerPoint. To ensure compatibility and standards compliance, contact the Directorate of Operations and Logistics (TCJ3/4), Briefing and Display Branch (TCJ3/4-ODC), at 229-1845, or 375 CS/SCV, at 256-5668.

5. Slides. 35mm slides can only be produced at the 375 CS/SCV (256-5668). An AF Form 833, Visual Information Request, is required.

6. Viewgraphs. Requests for viewgraphs can be submitted to 375 CS/SCV or TCJ3/4-ODC on AF Form 833.

7. Classified Audiovisual Materials. Reproduction of classified audiovisual materials can only be accomplished at the 375 CS/SCV and requires an AF Form 833 with Block 7 circled/highlighted in "Red." The highest classification authorized for reproduction is "*Secret.*" For specific guidance contact the 375 CS/SCV.

8. Briefing Assistant. The office of primary responsibility (OPR) for each briefing will provide a briefing assistant. The 805 CSS/SCBUV provides initial training and refresher courses for briefing assistants. A briefing assistant/projectionist from the 805 CSS/SCBUV will be provided for the Commander in Chief, Deputy Commander in Chief, Chief of Staff, high civilian/Government officials and representatives and functions designated by USTRANSCOM/TCJ6-OM.

9. Command Presentation Briefing. Video copies of the Command Presentation are available for issue/checkout through the Command Public Affairs Office (TCPA), 229-6544. To request a showing of the video, contact 805 CSS/SCBUV no later than 5 working days prior to the planned viewing date. Reservations for video-capable conference rooms are the responsibility of the requester (see Attachment 2).

10. Audiovisual Equipment Checkout. The 805 CSS/SCBUV has a limited number of Elmo overhead cameras, portable projectors, projector screens with front and rear projection, video camera and tripod, TV, VHS VCR, and 35mm projectors and carousels. Items can be reserved or checked out not to exceed 5 working days; however, this period can be extended to meet mission requirements.

11. Seay Auditorium and Conference Room Capabilities. See Attachment 2.

12. Video Teleconferencing. The command VTC suites are managed, operated and scheduled by the 805 CSS/SCBUV. Video teleconferencing allows you to conduct point-to-point or multi-point conferencing with audio and video capability in both secure and non-secure modes. The MCC balcony and VTC suites are part of the DVSG network, and are cleared for classified *(Secret)* data. Portable VTC is also available to most conference rooms in 1900 and 1961.

12.1. Studio should be reserved a minimum of 1 week in advance for an *unsecure* VTC, 2 weeks in advance for a *secure* VTC. The AO can request VTC sessions via e-mail, facsimile, telephone, or in person to 805 CSS/SCBUV. For incoming calls, the originating VTC facilitator may contact the USTRANSCOM facilitator at 805 CSS/SCBUV to set-up sessions. The local AO is required to contact VTC facilitator to ensure that the session can take place. For USTRANSCOM-originated sessions, the request must have, as a minimum, the name, phone number, and office of the AO; date, time, and classification of the conference; chairperson's name; names of the sites to be involved with their respective AO and phone number; and VTC facilitator's name and phone number. The 805 CSS/SCBUV will contact site facilitators to ensure that personnel, date(s), and time are available. There will be a facilitator (operator) from the 805 CSS/SCBUV during the VTC to monitor and operate the equipment.

12.2. For *Top Secret* or higher VTC, contact the Intelligence Directorate (TCJ2) for use of the Joint Worldwide Intelligence Communications Systems (JWICS) studio (229-1871).

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2 Attachments:
1. Glossary of References and Supporting Information
2. Seay Auditorium and Conference Room Capabilities

Attachment 1

Glossary of References and Supporting Information

References

Department of Defense (DOD) Directive (DODD) 5040.2, Visual Information Activities

DODD 5040.3, DOD Joint Visual Information Services

Abbreviations and Acronyms

AO - Action Officer

CCR - Command Conference Room

DVSG – DISN Video Services – Global Network

DRE - Direct Reporting Element

JMCG - Joint Mobility Command Group

MCC - Mobility Control Center

OPR - Office of Primary Responsibility

VTC - Video Teleconference

Attachment 2

Seay Auditorium and Conference Room Capabilities

1. **Commander's Conference Room (CCR), Building 1900**
   Seating Capacity: 22
   Audio Visual Support: 805 CSS/SCBUV *(229-2033)*
   Equipment Capabilities:
   - **Visual:** Single rear projection screen with inputs from Classified & Unclassified computer, VHS VCR, Cable TV, Overhead projector, and digital video tape
   - **Audio:** Audio from all video sources
   Scheduling: TCDC's Front Office *(229-2478) DSN 779-2478*

2. **TUNNER Conference Room, Building 1900**
   Seating Capacity: 35
   Audio Visual Support: 805 CSS/SCBUV *(229-2033)*
   Equipment Capabilities:
   - **Visual:** Single rear projection screen with inputs from Classified & Unclassified computer, VHS VCR, Cable TV, Overhead projector, 35mm Slides, and digital video tape
   - **Audio:** Audio from all video sources
   Scheduling: TCJ3/4-A *(229-1283) DSN 779-1283*

3. **LAND Conference Room, Building 1900**
   Seating Capacity: 28
   Audio Visual Support: 805 CSS/SCBUV *(229-2033)*
   Equipment Capabilities:
   - **Visual:** Single rear projection screen with inputs from Classified & Unclassified computer, VHS VCR, Cable TV, Overhead projector, Roll around white board
   - **Audio:** Audio from all video sources
   Scheduling: TCJ5-M *(229-3999) DSN 779-3999*

4. **SEAY Auditorium, Building 1900**
   Seating Capacity: 250
   Audio Visual Support: 805 CSS/SCBUV *(229-2033)*
   Equipment Capabilities:
   - **Visual:** Dual rear projection screen with inputs from Classified & Unclassified computer, VHS VCR, Cable TV, overhead projector, 35mm Slides, and digital Videotape. Single large front projection with same inputs
   - **Audio:** Audio from CD, computer, radio and cassette.
   Scheduling: Protocol *(229-4098) DSN 779-4098*

5. **McCUTCHEON Auditorium, Building 1961**
   Seating Capacity: 140-160
   Audio Visual Support: 805 CSS/SCBUV *(229-2033)*
   Equipment Capabilities:
   - **Visual:** Dual rear projection screen with inputs from Classified & Unclassified computer, VHS VCR, Overhead projector, and DVD
   - **Audio:** Audio from computer and cassette

   Scheduling: TCJ6 *(229-3824) DSN 779-3824*

6. **HALVERSON Conference Room, Building 1961**
   Seating Capacity: 20-25
   Audio Visual Support: 805 CSS/SCBUV *(229-2033)*
   Equipment Capabilities:
   - **Visual:** Single rear projection screens with input from Classified & Unclassified computer and VHS VCR
   - **Audio:** Computer

   Scheduling: TCJA *(229-1366) DSN 779-1366*

7. **STANFORD Conference Room, Building 1961**
   Seating Capacity: 20-25
   Audio Visual Support: 805 CSS/SCBUV *(229-2033)*
   Equipment Capabilities:
   - **Visual:** Dual front projection screens with inputs from two Unclassified computers VHS VCR and VTC
   - **Audio:** Computer & VCR

   Scheduling: TCJ6 *(229-3824) DSN 779-3824*